

OGDEN DUNES BUILDING DEPARTMENT

Porter County

115 Hillcrest Road
Ogden Dunes, Indiana 46368

Phone: 219-762-4125
Fax: 219-762-3000



CONTRACTOR/SUBCONTRACTOR REGISTRATION/RENEWAL

License Renewal Fee: \$25.00 before January 31st
Late Renewal Fee: \$50.00 February 1st – February 28th
New Registration: \$100.00 (All expire December 31)

ALL CONTRACTORS WHO DO NOT RENEW IN CONTINUOUS YEARS BEFORE MARCH 1st WILL BE CONSIDERED A NEW REGISTRATION AT A FEE OF \$100.00

Please Include: **Proof of Current Certificate of Insurance & Porter County Bond**

Name of Business _____

Business Address _____

City, State Zip _____

Business Phone _____

Business Email _____

Type of Business _____

Snow Removal ☐ Yes ☐ No Back-flow Testing ☐ Yes ☐ No

Full names of officers, directors, or partners:

Name	Residential address	Position
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Name	Residential address	Position
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Name	Residential address	Position
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Owner's signature	Date
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Print name

****PLEASE RETURN COMPLETED FORM WITH ALL REQUIRED DOCUMENTS AND PAYMENT IN FULL****

Incomplete applications will be discarded 10 business days after initial receipt with forfeiture of application fee.

IF YOU WOULD LIKE A COPY OF YOUR REGISTRATION, PLEASE INCLUDE A SELF-ADDRESSED, STAMPED ENVELOPE

Rev. 8/22/2018 MC

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NOTICE TO ALL CONTRACTORS

It is unlawful to contract or subcontract work in the Town of Ogden Dunes to any unlicensed contractor or subcontractor. Therefore, building permits will not be issued until all contractors and subcontractors for the project are registered with the town.

*****PERMITS ARE REQUIRED PRIOR TO BEGINNING WORK*****

In order to best serve residents and contractors, all work permit applications must be submitted at least one (1) week prior to the desired start date and

MUST BE SIGNED BY THE HOMEOWNER.

Applications for projects of a larger scale and/or requiring engineering or architectural review should be submitted far enough in advance to account for more involved review.

To prevent delays, when submitting your permit application, please include a scope of work or a signed contract stating what work is to be done and what the total cost of the project will be.

Also, all building permits have a requirement of AT LEAST one (1) inspection. For the number of inspections required for your specific project, please refer to the schedule of fees, payments, and refunds given to you when your permit was issued. If you did not receive a copy of this form or are unsure of the number of inspections required for your project, please call or stop by our office.

Hours and phone numbers are listed below.

FAILURE TO COMPLETE INSPECTIONS, MAY RESULT IN DENIAL OF FUTURE BUILDING PERMITS AND REVOCATION OF YOUR CONTRACTOR REGISTRATION WITH THE TOWN OF OGDEN DUNES

If you have any questions, please feel free to call us.

Roger Rhodes
Building Commissioner
115 Hillcrest Rd
Ogden Dunes, IN 46368

Office: 219-762-4125
Mobile: 219-929-7746
Fax: 219-762-3000

odtown@comcast.net
Office Hours: M-F 8a to 3p